



TERMS OF REFERENCE FOR THE APPOINTMENT OF AN INDEPENDENT MEDIATOR TO MEDIATE AND FACILITATE RELATIONSHIP BUILDING ON THE WORKPLACE CHALLENGES WITHIN THE CONSTRUCTION PROJECT MANAGEMENT UNIT IN BLOEMFONTEIN REGIONAL OFFICE.

1. PROJECT PURPOSE

The purpose of the project is to appoint an independent and qualified service provider to assess the conflict, facilitate mediation and /or conduct investigation, as well as relationship building with the aim of restoring a functional working environment.

The preferred independent mediator should have the following expertise:

- Relevant labour relations qualifications;
- Proven experience in mediation and/ or investigations;
- Conduct relationship building exercise
- Be able to respond to departmental engagement requests at short notice.

2. THE OBJECTIVE AND SCOPE OF THE WORK

The appointed service provider will be required to:

- Review relevant documentation and previous reports;
- Conduct interviews with employees and management;
- Facilitate mediation sessions;
- Identify key issues and root causes;
- Compile a report with outlining findings and recommendations for corrective action.

3. LOCATION OF SERVICES

The services required will be rendered at the National Department of Public Works Bloemfontein Regional Office.

4. DURATION OF THE CONTRACT

The assignment should be completed within 30 days effectively from the date of the appointment letter.

5. COST OF THE MEDIATION

The total costs of the arbitration shall be determined after evaluation of quotations received from bidders.

6. REPORTING

The appointed mediator should submit a report to the Office of the Director: Labour Relations after the mediation process has been concluded.

7. CONFIDENTIALITY

Ownership and copyright of all documentation developed during the period of the contract will be vested in the National Department of Public Works.

8. INTELLECTUAL PROPERTY AND OWNERSHIP OF MATERIAL

All intellectual property rights relating to any work produced by the mediator in relation to the performance of the contract shall belong to the Department of Public Works (DPW) and may not be used for any purposes.

All material, in paper, electronic or any recorded format produced by the mediator in the performance of the contract shall remain the property of DPW and must be handed over to DPW at the end or on termination of the contract.

CONTACT:

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